

LUMBIKA BERNARD BRAJA
P.O Box 1526
ARUSHA
12 January 2026.

To
SECRETARY,
PRESIDENT'S OFFICE,
PUBLIC SERVICES RECRUITMENT SECRETARIE,
P.O. Box 2320,
DODOMA. TANZANIA

REF: Application for ICT Officer II (Programmer)

Dear Sir/Madam,

I am writing to apply for the position of **ICT Officer II (Programmer)** as advertised by **Ofisi ya Taifa ya Takwimu (NBS)**. I am a graduate of the **Institute of Accountancy Arusha (IAA)**, where I completed a **Bachelor's Degree in Information Technology in 2022**.

I have a solid foundation in systems analysis and design, software development, and computer systems documentation. I am capable of designing system flow charts, preparing system documentation, executing and documenting test plans in accordance with quality management standards, and assisting users in system analysis and design. I also have experience in routine maintenance of ICT equipment and ensuring adherence to standard operating procedures.

I am a motivated, responsible, and quick learner who can work both independently and as part of a team. I am confident that my technical skills and commitment to professional ethics will enable me to contribute effectively to the achievement of NBS goals and business processes.

Thank you for your time and consideration.



Lumbika Bernard Baraja